

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

BULLETIN NO. 54-1

August 7, 1953

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Review of assignment and use of automobiles, station wagons,  
and chauffeurs

As part of the general emphasis on economy, it is advisable that special attention be given to certain specific aspects of Government spending. This Bulletin calls for a special review of the use of automobiles, station wagons, and chauffeurs.

The purposes are (a) to analyze existing practice; (b) to reduce the number of Government-owned cars and the number of chauffeurs; (c) to make cars available for transfer and reassignment; and (d) to achieve every practicable economy.

The term "cars" as used in this Bulletin refers to passenger-carrying motor vehicles other than ambulances and busses.

You are requested to:

1. Assign to an appropriate official the responsibility of making this action effective and productive.

2. Examine the need for cars and chauffeurs in terms of minimum requirements. Action should include whatever redistribution of cars is appropriate, a declaration of excess cars in accordance with existing regulations, and a reconsideration of any plans for purchases of cars and employment of chauffeurs for fiscal year 1954.

3. Determine if the law and regulations with respect to use are understood and enforced - see Attachment B.

4. Submit a report, following the terms of Attachment A, covering the information obtained and the action taken, by October 1.

JOSEPH M. DODGE  
Director

Attachments

INSTRUCTIONS FOR PREPARATION OF  
REPORT ON REVIEW OF AUTOMOBILES AND CHAUFFEURS

Agency reports on planned changes in fleet size and replacements of cars will be submitted in the form of Exhibit 54-1. Separate reports (in duplicate) will be submitted for (a) each bureau (including comparable organizational units) which has separate appropriations or funds, and (b) the agency as a whole.

Description of column headings

Column 2 - D. C. area -- Cars assigned to the Washington, D. C. metropolitan area for use primarily within that area.

Column 3 - Other metropolitan areas -- Cars assigned primarily for use within metropolitan areas of cities of 100,000 or over.

Column 4 - Other U. S. -- Cars assigned primarily for use in areas other than 2 or 3 above.

Column 5 - Outside U. S. -- Cars assigned outside the continental U. S.

Line entries

Section A. Planned changes in fleet size.

Lines 1-5 -- Report the Government-owned cars on hand (lines 1-3) and on order, other than replacements (line 4) on July 1. Line 5 equals 1 minus 2 minus 3 plus 4.

Line 6 -- Total reductions in fleet. Enter the total number by which the fleet will be reduced during fiscal year 1954. Break down as follows:

6a(1) -- By increased use of public transportation or taxicabs. Report the number of reductions made possible by such increased use.

6a(2) -- By increased use of rented vehicles. Report the number of reductions made possible by such increased use.

6b -- By better utilization. Report the number of reductions made possible by pooling or other steps taken to make fewer cars serve the same number of users.

6c -- Because of decrease in activities. Report the number of reductions made possible by decreases in the activities of the agency.

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6d — Other. Report the number of reductions made possible for reasons other than those covered in 6a, b or c. Please explain in an attachment to this report.

Line 7 — Additions required. Report the number of additions to the fleet required. Explain the need for such in an attachment to this report.

Line 8 — Inventory, June 30, 1954. Line 5 minus line 6, plus line 7.

Section B. Source of additional requirements. On the agency summary only, show a breakdown on lines 1-4 of additional requirements (line 7 of Section A) according to how it is expected the requirements will be met. Use line B4 for requirements that cannot be obtained by internal transfers, seizures, or purchases, and therefore (if possible) must be obtained from excess of other agencies.

Section C. Available for transfer to other agencies. Exclusive of any cars reported on line A2 and A3, report the number available for transfer to other agencies (line A6 minus line B1).

Additional Information

In addition to Exhibit 54-1 replies are requested to the following (break down 1, 2 and 3 by bureau):

1. How many cars were authorized by Congress for purchase by your agency in fiscal year 1954? To what extent will redistribution of cars within your agency reduce the need for purchases?
2. How many cars did the agency hire during the fiscal year 1953 for periods of 8 months or more? How many does it expect to hire in fiscal year 1954 for such periods?
3. How many chauffeurs does the agency currently have? How many are assigned (a) to individual officials and employees or (b) to pool, shuttle, or regular route service? How many chauffeur positions, currently filled, will the agency eliminate for the fiscal year 1954?
4. During the past two fiscal years how many cases of actual violations of the laws and regulations with respect to use of cars have been uncovered? How many of these were brought to the attention of the agency by outside sources? What corrective measures and disciplinary actions were taken?
5. What principles or standards in this field of automobile utilization and management are suggested for Government-wide use? What legislative proposals, if any, are suggested to permit a greater reduction in the number of cars of your agency, or to make possible greater economies in the use of cars?

## REPORT ON REVIEW OF AUTOMOBILES AND CHAUFFEURS

Agency \_\_\_\_\_

Bureau \_\_\_\_\_

	Total	Within Continental U. S.			Outside U. S.
		D. C. area	Other metropolitan areas	Other U. S.	
	(1)	(2)	(3)	(4)	(5)
A. Planned changes in fleet size					
1. Cars on hand, July 1, 1953.....					
2. Less excess or surplus awaiting disposal .....					
3. Less replaced cars on hand .....					
4. Additional cars on order .....					
5. Net cars on hand and on order, July 1, 1953 .....					
6. Less total reductions in fleet:					
a. By increased use of:					
(1) Public transportation or taxicabs .....					
(2) Rented vehicles .....					
b. By better utilization .....					
c. Because of decrease in activities .....					
d. Other .....					
7. Additions required .....					
8. Inventory, June 30, 1954 .....					

(The following will be shown only on agency summary)

- B. Source of additions required
1. Transfers within agency .....
  2. Seizures .....
  3. Purchases .....
  4. Other .....
- C. Available for transfer to other agencies (A6 minus B1) .....

xxx	xxx	xxx	xxx
xxx	xxx	xxx	xxx
xxx	xxx	xxx	xxx
xxx	xxx	xxx	xxx
xxx	xxx	xxx	xxx

SELECTED REQUIREMENTS ON THE PURCHASE AND  
USE OF AUTOMOBILES AND AIRCRAFT BY THE GOVERNMENT

Use. — Government-owned automobiles must be used exclusively for official purposes.

"Official purposes" do not include transportation from home to office, except (a) for medical officers on out-patient duty and (b) for field employees in cases where the head of the department concerned determines that the character of their duties makes such transportation necessary.

The restriction on official use does not apply to automobiles for the official use of the President, the heads of the executive departments listed in section 1 of title 5, United States Code, ambassadors, ministers, charges d'affaires, and other principal diplomatic and consular officials.

Penalties. — If any officer or employee wilfully uses or authorizes the use of a passenger motor vehicle for other than official purposes, the head of the agency concerned is required to —

1. Suspend the offender from duty without compensation for at least one month, or
2. Suspend the offender from duty without compensation for a longer period, or
3. Summarily remove the offender from office.

The use of the second or third penalties is dependent upon a determination of the head of the agency as to whether they are warranted by the circumstances.

Purchase. — Appropriations (including funds made available under the Government Corporation Control Act, as amended) may not be used for the purchase of automobiles unless so provided in the appropriation itself or other law. (Such provisions are normally contained in the appropriation Acts, and appear only rarely in other laws.) This restriction on purchase authority is not applicable to automobiles for the use of the President, the secretaries to the President, or the heads of the executive departments listed in section 1 of title 5 of the United States Code. However, the restrictions on purchase price are applicable to automobiles for those officers unless otherwise provided by law.

Price. — No appropriation may be used to purchase an automobile at a cost in excess of a limitation specifically established by law.

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The current limitation, applicable to the fiscal year 1954, is \$1,400, which includes all equipment necessary for operation but excludes transportation costs.

It has been customary to provide higher limitations (usually not in excess of \$1,500) for purchase of limousines for specific use of a Cabinet officer, ambassador, or major agency head.

Aircraft. -- The same rules apply to aircraft as to automobiles, except that (1) specific authority of law is required to operate an aircraft, and (2) there is no general limitation on the purchase price of aircraft.

Hire. -- Specific authority of law is required to hire automobiles and aircraft, to the same extent as it is required to purchase them. The restrictions applicable to use of Government-owned vehicles apply equally to use of vehicles hired by the Government.

Identification. -- In general, Government-owned automobiles must use official Government tags and display the full name of the agency or service in which they are used, together with an official shield and the legend "For Official Use Only." Exemption from one or more of these requirements has been granted by the General Services Administration for vehicles used in law enforcement or in work involving security considerations, and for vehicles for the personal use of the President, his secretaries, and the heads of the executive departments listed in section 1 of title 5 of the United States Code. (See GSA Regulations 1-V-201, June 1952.)

Law. -- Current law on this subject is contained in section 16(a) of the Administrative Expenses Act of 1946, 60 Stat. 810, 5 U.S.C. 78, and in section 211 of the Federal Property and Administrative Services Act of 1949, as amended, 64 Stat. 580, 40 U.S.C. 491.

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